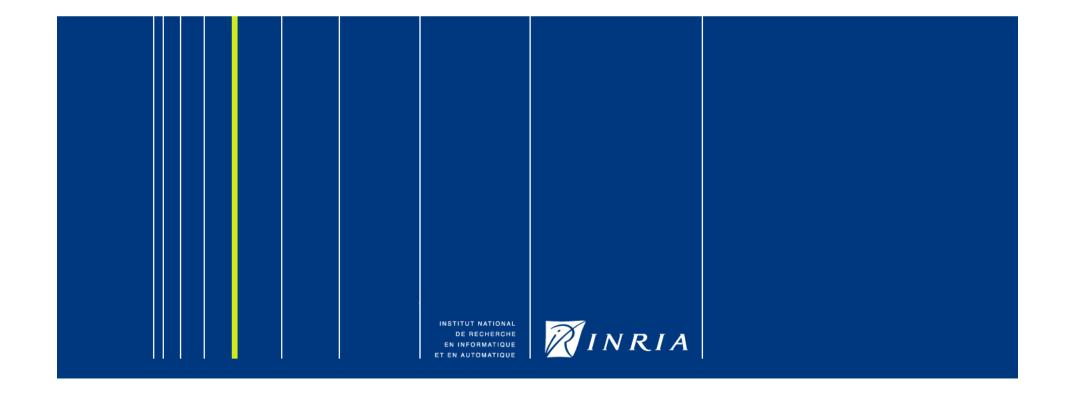
INRIA User guide



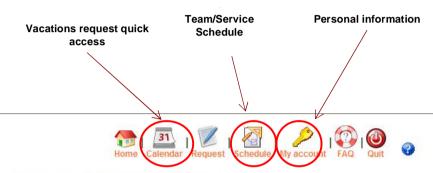
To connect, use your personal LDAP login and password



How to manage leaves request

https://casa.inria.fr





INRIA

Welcome into your space 'Leave Management'.

01-1-----1 5---- 11-- 04/04/0044 1-- 11-- 04/40/0044

Today's date: Thurday 13 January 2011

Your status is : User

Your supervisor is : MURIEL SINANIDES

| | Statement from the 01/01/2011 to the 31/12/2011 | | | | |
|-------------------------|---|--------|----------|----------|----------------------|
| | Credit | Régul. | Accepted | Awaiting | Balance |
| a. C Annuel in Day(s): | 32.5 | 0 | 5 | | 27.5 |
| c. RTT Libre in Day(s): | 5.5 | 0 | | | 5.5 |
| b. Report CA in Day(s): | 0 | 0 | | | 0 |
| CET Ancien / Nouveau | 10 / 15 | 0/0 | 0/0 | 0/0 | 10 / 15 (historique) |

Accepted requests (5) Refused requests (1) New requests (0) Requests in progress (0) Request's number Status Date of deposit Comment You have no request in progress

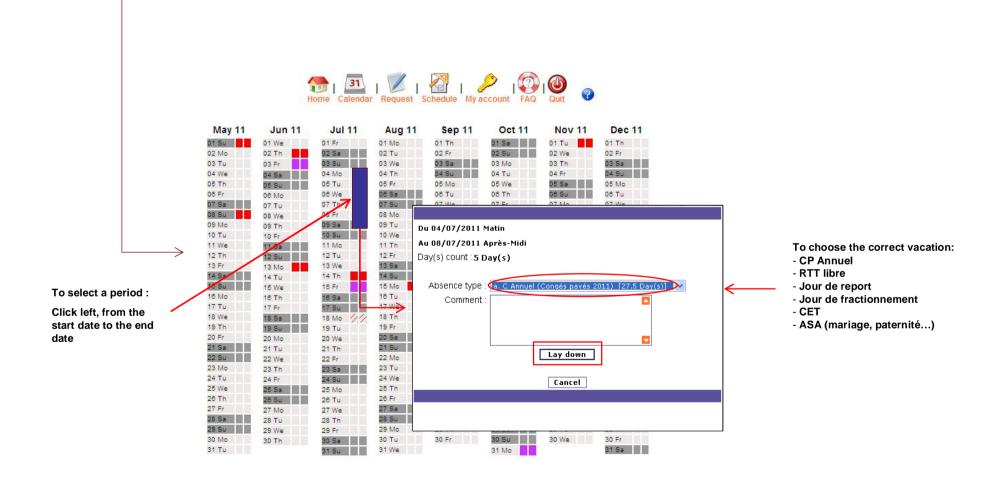
Follow-up

Leaves request status





How to lay down a leave request



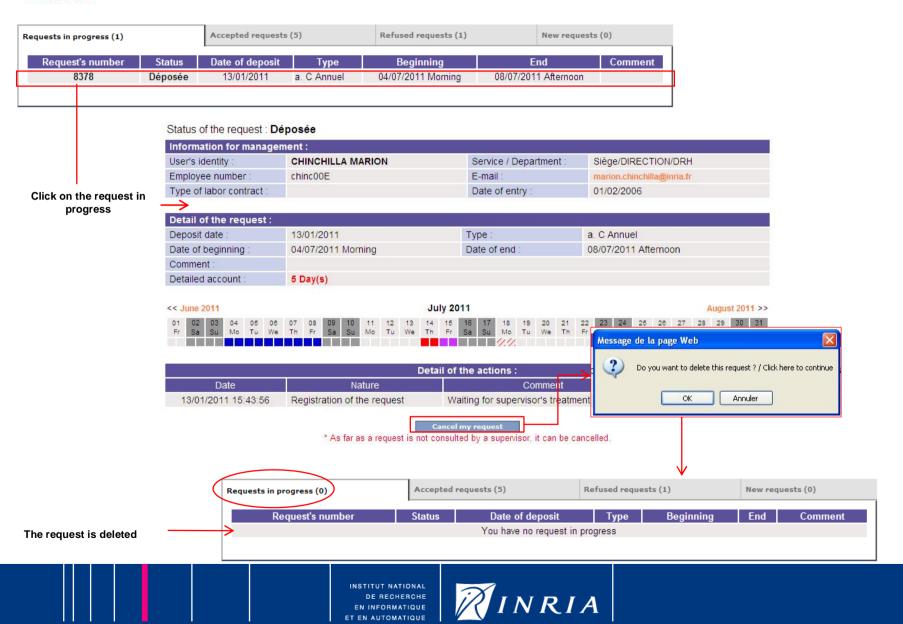
RINRIA

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DE RECHERCHE EN INFORMATIQUE

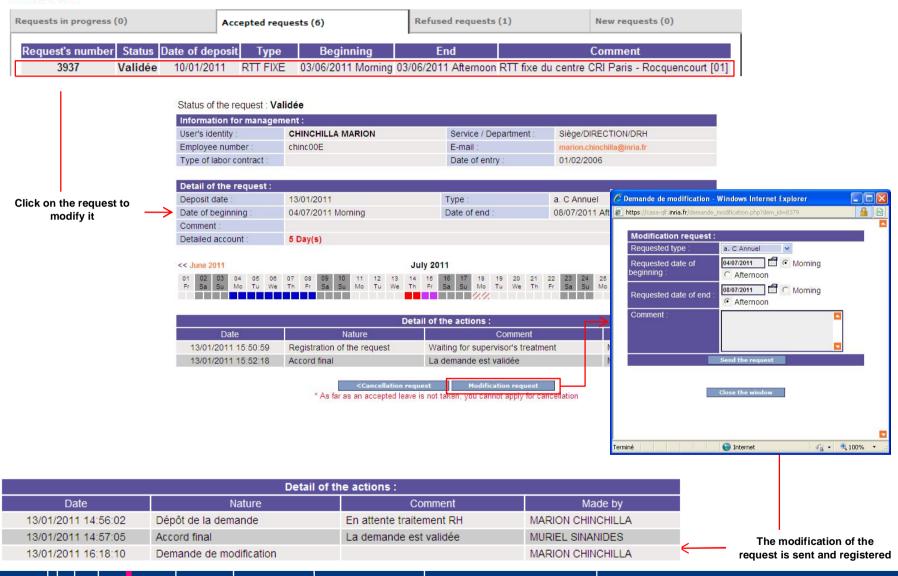


How to cancel a leave request





How to modify a request

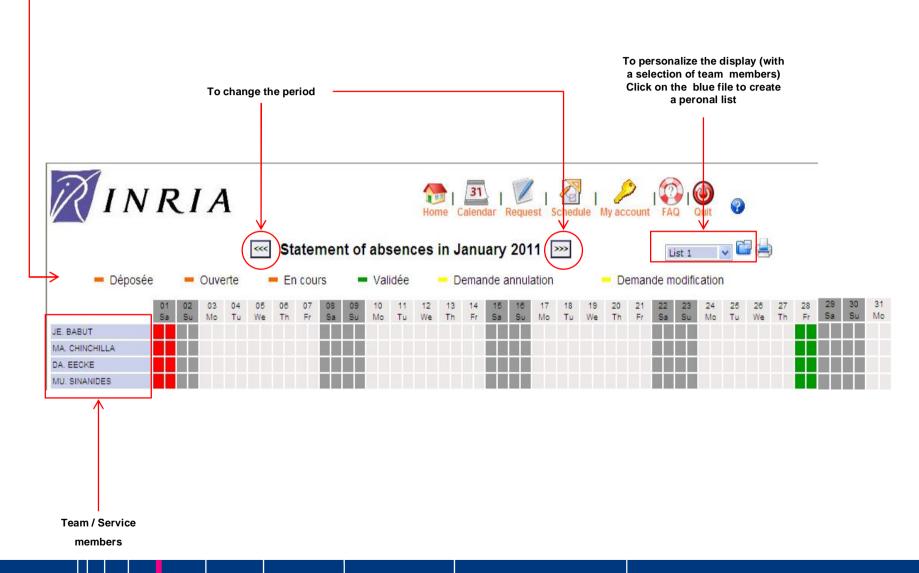






Planning

Team / Service Schedule







Need some help?

More information on vacation's rules:

http://intranet.inria.fr/drh/dossiers/conge/index.html

More information about software of vacation's management: http://www.inria.fr/interne/drh/sirh/casa

For any questions, you can also contact the HRS referent

(List of the referents on http://si-util.inria.fr/tiki-index.php?page=OSCONGES_Formation)

